

REGISTRATION PROCEDURES UPDATED 9/14/09

You **must** be a resident of Epsom to register your vehicle. You will be required to show identification. If you are not listed on our inventory forms or census, you will be required to show proof of residency. You **must** begin all Epsom registrations and title applications at our office. We accept cash, checks, debit or credit. There is a convenience fee for using debit or credit cards. Unless you pay by cash, we need separate payment for the town and the state. In addition to what is listed below, there are many other New Hampshire laws that we **must** follow. We have tried to cover the main procedures.

RENEWALS

You **must** have a previous registration in order to register your vehicle. If you do not have this and your name is on the registration, a certified copy can be issued for \$18.00. You will need to complete a form DSMV 106. This form **must** be signed in our presence. If a company vehicle, the form **must** be signed by someone authorized to sign for the company (**proof required**). Written permission from the first owner on the registration is required in order to make any registration **changes**.

NEW

New Hampshire has a fifteen year title law which includes trailers over 3001 lbs. Vehicles issued construction plates do **not** require titles. The title and title application **must** be signed by all owners. If a company vehicle, they **must** be signed by someone authorized to sign for the company (**proof required**). You **cannot** remove a completed unsigned title application from our office unless you intend to finish the registration at a state substation.

If the vehicle is exempt from the title law, a bill of sale is required. In addition to the bill of sale, if the vehicle once required a title, a verification of vehicle identification is needed. This can include a title, NH registration or form TDMV 19A. The TDMV19A can be completed by a licensed auto dealer, NH inspection station or NH law enforcement officer.

TRANSFERS

The **original** previous registration is required for all transfers. If you do not have the previous registration and your name is on the registration, a certified copy can be issued for \$18.00. You will need to complete a form DSMV 106. This form **must** be signed in our presence. If a company vehicle, the form **must** be signed by someone authorized to sign for the company (**proof required**).